

## ANNUAL PERSONNEL PLAN (APP)

### Purposes & Content of APP

APP is a two-part personnel planning document designed to complement the Program Submission. The cost of personnel services and the overriding importance of effective personnel management necessitate that the same careful attention be paid to personnel planning as is given to the program and budgetary elements of the Program Submission. Manpower totals and expenditures in the FY 1974 Program Execution Plan and information in the FY 1974 Annual Personnel Plan should be compatible.

Part I is a summary of planned personnel activity levels in FY 1974, including the desired combination of new employees, reassessments and promotions that will be projected within the limits of average grade and ceiling considerations. Numerical indicators of planned activities in FY 1974 will be shown together with comparable data for FY 1973.

Part II consists of a series of statistical reports of special interest to managers at all levels. Most of these reports will be centrally prepared.

In combination, Parts I and II provide the bases for an integrated approach to personnel planning and review.

Background source data will be provided for use in the preparation of APP.

### Management Participation in APP

To facilitate the correlation of the APP and the Program Submission, responsibility for preparing APP is placed in the Deputy Directors and Operating Officials (Heads of Career Services in the Support Directorate).

They will project specific activity levels and program emphases in Part I, and they will determine any action(s) that should be taken as a result of data submitted to them in Part II.

Operating Officials and Heads of Support Services, as applicable, will forward Annual Personnel Plans to their Deputy Directors who will formulate and forward Directorate Plans to the Executive Secretary of the Management Committee for approval.

At the close of FY 1974, the Deputy Directors will meet with their Operating Officials or Heads of Support Services, as applicable, to review actions taken pursuant to projected activities in their FY 1974 Annual Personnel Plans. Similarly, the Executive Secretary will meet with the Deputy Directors to discuss progress on their FY 1974 Directorate Plans.

The Director of Personnel will provide staff assistance, such as information and formats, to those desiring it.